

FILED: *Perkins 4-2*  
RETURN TO

RECORDS MANAGEMENT DIVISION

27 November 1953

MEMORANDUM FOR: All Area Records Officers

SUBJECT: Mail Control

REFERENCE: Agency Notice  dated 21 October 1953

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1. The following records management mail control objectives should be your concern as an Area Records Officer:

- a. Provide for the prompt and systematic flow of correspondence from originators to action or information addressees.
- b. Insure that action is accomplished within established time limits.
- c. Provide receipt control for the exchange of classified matter, negotiable instruments, etc.

2. The referenced notice was recently issued to provide a time schedule for courier pickup and delivery service. This schedule could be used by you in implementing your records management mail control program by seeing that copies are properly distributed at points where they can be used to advantage. I suggest that you review the need for them in your office and if additional copies are needed, call the person in your office designated to control the issuances of regulatory material.

Chief, General Services Office

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